

PCGenesis Recent Enhancements & Changes

GASBO
Augusta, GA
November 8, 2017



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"Educating Georgia's Future"

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PCGenesis
Recent Enhancements & Changes

PCGenesis Development Team

Steven Roache	Director, Applications Development
Diane Ochala	PCGenesis Lead Analyst/Developer
Angela Tennyson	PCGenesis Senior Developer



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- Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Steve, Angela & I thank you for coming today. I would also like to introduce our manager, Steven Roache, who is attending GASBO this year as well.
- Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion.

Agenda

- **Upgrade to Micro Focus® Runtime 10.0.1**
- Payroll Setup
- SHBP AUF Transmission File
- Export/Import of CPI Assignment Data
- Update Vendors with Employee Information
- DE Form 0396-150 Consolidated Fund Report
- Financial System Miscellaneous Changes



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2017 saw many new features and functions added to PCGenesis.

Upgrade to Micro Focus® Runtime 10.0.1

- Release **16.03.00** delivered a major upgrade of the Micro Focus® runtime for PCGenesis software
- Latest, greatest Micro Focus® AcuCobol runtime software
- The GaDOE purchased for all PCG school districts, RESAs, and charter schools
- The cost? Approximately, **\$75,000**
- A significant investment into the future of PCGenesis

- Release 16.03.00 sent out on September 30th, 2016, delivered a major upgrade of the Micro Focus runtime system.
- Some background... The PCGenesis software is built using the Micro Focus COBOL compiler and runtime.
- We discovered that PCG would NOT run on Windows Server 2012 or Windows 10 without upgrading this runtime layer of software
- So, the Georgia Department of Education purchased Micro Focus Extend 10 AcuCbl runtime for all PCG school districts, RESAs and charter schools
- This represents an investment of \$75,000 into the future of PCGenesis

Upgrade to Micro Focus® Runtime 10.0.1

- Windows Server 2012 and Windows Server 2016 are now supported.
- Workstation Windows 8 and Windows 10 are now supported.
- **Districts still running Windows Server 2003 should consider upgrading to at least Windows Server 2008.**



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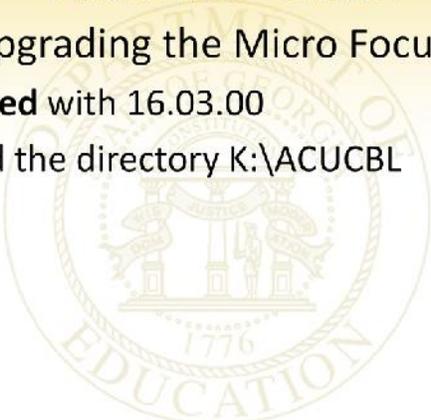
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- Here's the good news....
- All of the latest, greatest Microsoft operating systems are now supported!
- There will be no problem upgrading workstations to Windows 10
- And, there will be no problems upgrading servers to Windows Server 2012 or 2016
- We highly recommend that any districts still running Windows Server 2003 should consider upgrading their server!

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 1:** Upgrading the Micro Focus runtime
 - **Completed** with 16.03.00
 - Replaced the directory K:\ACUCBL



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- So, what was involved with the Micro Focus Runtime upgrade to Extend 10?
- Most of the updates took place “behind the scenes” and users probably were not be aware of the changes
- Even though you might not be aware of any benefits, these changes are BIG!
- **Step 1**, upgrading the runtime software was completed with Release 16.03.00 which was sent out on September 30th, 2016
- This step required replacing the directory K:\ACUCBL

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 2:** Recompile all PCGenesis programs
 - Completed with 17.02.00
 - Now, PCG programs are taking advantage of the Micro Focus runtime 10.0.1
 - ALL programs were recompiled using the 10.0.1 software
 - This required a major effort to build the PCG program libraries from scratch

- Most of the updates took place “behind the scenes” and users might not be aware of the changes
- **Step 2** required that we recompile ALL PCG programs
- ALL programs were recompiled using the Micro Focus Extend 10 software
- This step was completed with release 17.02.00 in June 2017
- This required a major effort to build the PCG program libraries from scratch

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 2:** Recompile all PCGenesis programs
 - Completed with 17.02.00
 - Replaced K:\SYSTEM
 - Replaced K:\UNIACU\SHELL
 - Replaced K:\UTILITY
 - Required extensive testing to make sure all PCGenesis processes continued to work
 - Test on old and new Windows Server versions (2003, 2008, 2012, 2016)



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- Most of the updates took place “behind the scenes” and users might not be aware of the changes
- Delivery of this step was **June of 2017**, in release **17.02.00**
- The recompile meant that all modules in **K:\SYSTEM** and **K:\UNIACU\SHELL** and **K:\UTILITY** were replaced
- Replacing these directories required extensive QA testing to make sure all PCG processes continued to work
- We tested on all old and new Windows Server operating system versions

Upgrade to Micro Focus® Runtime 10.0.1

- Accomplished a major clean up of PCGenesis directories and files
- All of the directories from the previous slides plus...
- C:\Users\your_user_id\AppData\Local\Temp*.GP
- K:\GENWRK (Temporary runtime work files)
- K:\BACKUP (PCG Logon History)

- Accomplished a major clean up of PCGenesis directories and files
- All of the directories from the previous slides plus...

C:\Users\your_user_id\AppData\Local\Temp*.GP

K:\GENWRK (Temporary runtime work files)

K:\BACKUP (PCG Logon History)

Upgrade to Micro Focus® Runtime 10.0.1

- Fixed a major bug with the PCG reorganization process
- The VUTIL utility was leaving behind many, many temporary files in **K:\SECOND**
- The files had names such as Vbc7cnx, Vn8fruz, Vs4_mh, etc
- The temporary files remained in the directory until manually deleted
- This is fixed!!!

- Fixed a major bug with the PCG reorganization process
- The VUTIL utility was leaving behind many temporary files in **K:\SECOND**
- K:\SECOND was getting very, very large and was cluttered with lots of JUNK
- The files had names such as Vbc7cnx, Vn8fruz, Vs4_mh, etc
- The temporary files remained in the directory until manually deleted
- This problem is fixed!!! The reorganization process has been rewritten to ensure that only 1 temporary file is used and then deleted at the

end of the process.

Agenda

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2017 saw many new features and functions added to PCGenesis.

Payroll Setup

Adding a Pay Date to the Pay Schedule

- A new warning message has been added to the *Display/Update Pay Schedules* (F2, F13, F1) procedure.
- Now, when the '**No. of pays for tax calc**' field is changed, a warning message will display.



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Payroll Setup

Adding a Pay Date to the Pay Schedule

*** Calendar Year Pay Schedule ***

Year: 17 Pay Schedule #: 12 * SCHEDULE IN PROGRESS *

No. Of Pays For Tax Calc: 12 Max No. Of Pays Per Year: 16

Description: 2017 PAYROLL CALENDAR

Current Pay Method: 13

Current Pay Method: 4 SCHEDULE COMPLETE INDICATOR : N

1). 013117	2). 022817	3). 033117	4). 042817
5). 053117	6). 062917	7). 073117	8). 083117
9). 091817	10). 101817	11). 113117	12). 122717
13). 123117	14). 123117	15). 113017	16). 121617

A monthly payroll should always have 12 for the No. Of Pays for Tax Calc field

(ENTER)-Validate Entries ** Modify Mode ** F11-Sort Dates

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 Help

17.01.80

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- A monthly payroll should always have **12** for the **No Of Pays for Tax Calc** field.
- Before, this was confusing because to add a pay date, the user increases the **Max No Of Pays Per Year** field, which is correct
- However, changing the '**No. of pays for tax calc**' field is probably NOT correct
- Now, when the '**No. of pays for tax calc**' field is changed, a warning message will display.

Payroll Setup

Adding a Pay Date to the Pay Schedule

*** Calendar Year Pay Schedule ***

Year: 17 Pay Schedule #: 12 = SCHEDULE IN PROGRESS =
No. of Pays For Tax Calc: 13 Max No. of Pays Per Year: 16
Description: 2017 Regular Salary

Current Pay
Current Pay
1). 010117
5). 050117
9). 090117
13). 100117

No. of Pays for Tax Calc has changed!

Save your changes?

Changing the 'No. of Pays for Tax Calc' will change the way employer GHI and taxes are calculated.

For example, if adding a bonus payroll date, increasing the 'No. of Pays for Tax Calc' will cause a lower GHI employer contribution to be calculated going forward.

Select CANCEL to return to data entry screen.
Select OK to confirm changes and SAVE the record.

OK Cancel

A monthly payroll should always have **12** for the **No. Of Pays for Tax Calc** field

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GaDOE
Georgia Department of Education

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- However, changing the '**No. of pays for tax calc**' field is probably NOT correct
- Now, when the '**No. of pays for tax calc**' field is changed, a warning message will display.

Payroll Setup

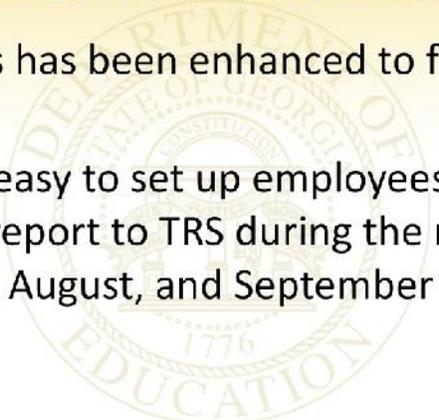
Adding a Pay Date to the Pay Schedule

- A warning for users that changing the '**No. of pays for tax calc**' field affects the way taxes and employer GHI are calculated.
- For example, if adding a bonus payroll date to the *Pay Schedule*, increasing the '**No. of pays for tax calc**' will cause a lower GHI employer contribution to be calculated going forward.

- A warning displays that changing the '**No. of pays for tax calc**' field affects the way taxes and employer GHI are calculated.
- For example, if adding a bonus payroll date to the *Pay Schedule*, increasing the '**No. of pays for tax calc**' will cause a lower GHI employer contribution to be calculated going forward.
- The Federal and state tax calculation will also change.

Payroll Setup
Prompt for TRS Service Indicator

- PCGenesis has been enhanced to facilitate TRS reporting
- Now, it is easy to set up employees to correctly report to TRS during the months of June, July, August, and September



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Prompt for TRS Service Indicator

- PCGenesis has been enhanced to facilitate TRS reporting
- Now, it is easy to set up employees to correctly report to TRS during the months of June, July, August, and September

Payroll Setup

Prompt for TRS Service Indicator

- Set up payroll process will display the *Select TRS Mass Change Option* screen when:
 - TRS is selected for the payroll run
 - Running a payroll during the months of:
 - June
 - July
 - August
 - September



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Prompt for TRS Service Indicator

- The set up payroll process will display the ***Select TRS Mass Change Option*** screen when:
 - TRS is selected for the payroll run
 - Running a payroll during the months of:
 - June
 - July
 - August
 - September

Payroll Setup

Prompt for TRS Service Indicator

- The *Select TRS Mass Change Option* screen
 - Allows mass change of:
 - **TRS Service Indicator**
 - **Gross Data Pay Reason** codes according the table displayed on the screen
- All active TRS employees will be affected
- The settings on the screen are based on TRS specifications and were verified with TRS



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Prompt for TRS Service Indicator

- The *Select TRS Mass Change Option* screen
- This screen allows a mass change of the **TRS Service Indicator** and **Gross Data Pay Reason** codes according the table displayed on the screen
- All active TRS employees will be affected
- **The settings on the screen are based on TRS specifications and were verified with TRS**

Payroll Setup

Prompt for TRS Service Indicator

- The **TRS Service Lock** is a new field on the *Update/Display Gross Data* screen
- **NOTE:** **TRS Service Lock** indicates whether or not to lock the **TRS Service Indicator** so that TRS service is not changed during any mass change payroll procedure.



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Prompt for TRS Service Indicator

- The **TRS Service Lock** is a new field on the *Update/Display Gross Data* screen
- The **TRS Service Lock** indicates whether or not to lock the **TRS Service Indicator** so that TRS service is not changed during any mass change payroll procedure.

Payroll Setup

Prompt for TRS Service Indicator

- If **TRS Service Lock** field is set to 'Y':
 - The **TRS Service Indicator** is locked and is not changed during the payroll setup procedure
 - For example, any employee not working 50% or more of the scheduled working days in a month does not earn service credit and therefore, should not automatically have their **TRS Service Indicator** reset to '1' in August to earn TRS credits.



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Prompt for TRS Service Indicator

If **TRS Service Lock** field is set to 'Y':

- The **TRS Service Indicator** is locked and is not changed during the payroll setup procedure
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Agenda

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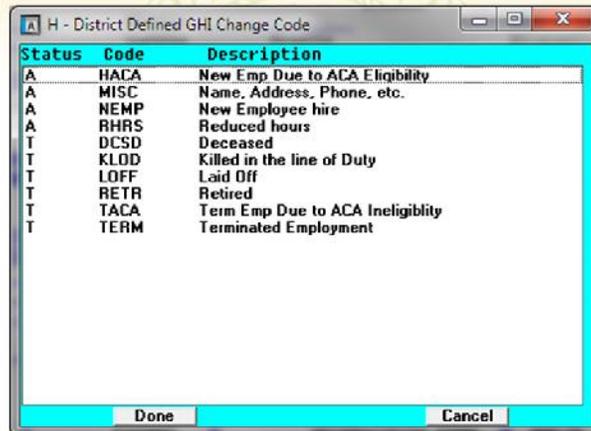
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2017 saw many new features and functions added to PCGenesis.

SHBP AUF File

- These are the SHBP AUF File accepted codes:



Status	Code	Description
A	HACA	New Emp Due to ACA Eligibility
A	MISC	Name, Address, Phone, etc.
A	NEMP	New Employee hire
A	RHRS	Reduced hours
T	DCSD	Deceased
T	KLOD	Killed in the line of Duty
T	LOFF	Laid Off
T	RETR	Retired
T	TACA	Term Emp Due to ACA Ineligibility
T	TERM	Terminated Employment



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SHBP AUF File

- I want to talk about State Health reporting today. Steve, Angela and I were able to attend the 1st annual BenPro conference held in Jekyll Island Georgia a couple of weeks ago. It was an eye-opening experience and very informative. I hope they continue to have this conference yearly.
- Last year, SHBP rolled out numerous changes intended to address the very difficult situation of employees transferring between school districts so that the transfer of state health benefits is handled correctly.

- I would like to go over some of the changes made to PCG to address these changes.

SHBP AUF File

- **Add a New Employee**
- The **GHI Change Code** is automatically populated with **NEMP**
- **NEMP** fields:
 - **GHI BOE Transfer?** (informational only)
 - **GHI 1st Day Worked** (required)
 - **GHI Coverage Start** (optional, typically used for transferred employees)



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SHBP AUF File – Add a New Employee

- First we will discuss what happens when a new employee is added in PCGenesis.
- On the *Add New Employee* screen, the **GHI Change Code** is automatically populated with **NEMP**, for a new employee hire
- For SHBP, the NEMP fields include:
 - GHI BOE Transfer?** (This is a new field in PCGenesis and is informational only)
 - GHI 1st Day Worked** (This is a required field and should represent the date the employee was hired by the school system)
 - GHI Coverage Start** (this field is optional and is

typically used for transferred employees)

SHBP AUF File

- Add a New Employee

The screenshot shows the 'Add New Employee' screen in PCGenesis. The 'GHI Change Code' field is populated with 'NEMP'. A callout box highlights this field with the text: 'The GHI Change Code is automatically populated with NEMP'. The bottom of the screen features the GaDOE logo and the text: 'Richard Woods, Georgia's School Superintendent' and 'Educating Georgia's Future'.

SHBP AUF File – Add a New Employee

- First we will discuss what happens when a new employee is added in PCGenesis.
- On the *Add New Employee* screen, the **GHI Change Code** is automatically populated with **NEMP**, for a new employee hire
- For SHBP, the NEMP fields include:
 - GHI BOE Transfer?** (This is a new field in PCGenesis and is informational only)
 - GHI 1st Day Worked** (This is a required field and should represent the date the employee was hired by the school system)
 - GHI Coverage Start** (this field is optional and is

typically used for transferred employees)

SHBP AUF File

- Add a New Employee

The screenshot shows the 'Add New Employee' form in PCGenesis. The form is titled 'Add New Employee' and has a window title 'PCG Data:8991 Rel:17.01.00 10/25/2017 PCW 001 SV CADEVSY C:\SECOND WHITE'. The form contains the following fields:

- Status: Active
- Emp. no.: 11111
- Pay Loc: 1
- Location: 000001
- Class: 1
- Job: CLASSROOM TEACHERS
- Sex Code: -
- Work Loc: -
- Job: EEO-5 Job: 000
- Mar Stat: -
- SSN: 000 00 0000
- Ethnic: -
- NAME First: _____ Middle: _____
- Suffix: _____ Prefix: _____
- Address L1: _____
- Address L2: _____
- City/State: _____
- Zip Code: _____
- County: 000
- Phone: (____) 000-0000
- Birth Date: _____
- Hire Date: _____
- Rehire Date: _____
- Tern Date: _____
- Tern Reason: _____
- Pens Elig Date: _____
- GHI Eligible?: Y
- GHI BOE Trans?: D
- GHI 1st Day Wrk: _____
- GHI Coverage Start: _____
- GHI Change Code: _____
- Certificate Type: _____
- CS1 Job (From CPI): 000
- Include on CPI?: Y
- Sick Bank: _____
- Substitute rank: _____
- Hours Per Day: _____
- EEO-5 and CPI Ethnic/Race: _____
- Hispanic/Latino Ethnicity?: Yes No
- Race (select all that apply): Yes No An Indian Alaskan
- Yes No Black
- Yes No White
- Yes No Asian
- Yes No Hawaiian Pacific
- TAS DOE Paid EROCN?: _____
- Participate in GHI?: _____
- GHI Option: UNLIMED
- GHI Tier: NO COVERAGE
- GHI Ded Cd: _____
- Federal: Mar Stat: _____
- State: Mar Stat: _____
- Allowance Mar: Dep: _____
- Tax Switches: Fed State FICA Pension

A callout box points to the 'GHI BOE Trans?' field with the text: 'The GHI BOE Trans? field is informational'.

At the bottom of the screen, the GaDOE logo is visible, along with the text: 'Richard Woods, Georgia's School Superintendent' and 'Educating Georgia's Future'. The date '11/10/2017' and page number '27' are also present.

SHBP AUF File – Add a New Employee

- **GHI BOE Transfer?** (This is a new field in PCGenesis and is informational only)
- However, this data should be discovered from the employee so that SHBP benefits are transferred to the new school district correctly.
- Valid values are No = 'N', Yes = 'Y', and Don't know = 'D'
- If the **GHI BOE Transfer** field is set to 'Y', but a **GHI Coverage Start Date** has not been entered, a warning message will be displayed.
- This field is intended as a reminder that special processing may be required for the AUF file to be

generated correctly.

SHBP AUF File

- Add a New Employee

PGC Data:8991 Rel:17.03.00 10/25/2017 PCW 001 SV CADEVIS CASECOND WHITE

Add New Employee PAY01

Status A -- Active
Emp. no. 11111 Pay Loc 1 Location 000001 Class 1 CLASSROOM TEACHERS
Sex Code Work Loc EEO-5 Job
Mar Stat SSN 000 00 0000 EEO-5 Job 000
Ethnic EEO-5 and CPI Ethnic/Race:
Hispanic/Latino Ethnicity?
 Yes No

NAME First _____ Middle _____
Last _____ Suffix _____ Prefix _____

Address L2 _____ Certificate
City/State _____ CS1 Job (Fru
Zip Code _____ County 000 Include on C
Phone (____) 000-0000 Sick Bank
Substitute
Hours Per

Birth Date _____ Pens Elig Date _____ Participate in GHI ? _____
GHI Eligible ? _____ Hire Date _____ GHI Option NO UNEMPLOYED
Rehire Date _____ GHI BOE Trans? _____ GHI Tier NO NO COVERAGE
Term Date _____ GHI 1st Day Wrk _____ GHI Ded Cd _____
Term Reason _____ GHI Coverage Start _____
GHI Change Code NEW

***** TAX DATA *****
Federal: Mar Stat _____ Exempt U Withholding Code 0 Ant/% _____
State: Mar Stat _____ Allowance Mar 0 Dep 0 Withholding Code 0 Ant/% _____

Tax Switches: Fed Y State Y FICA Y Pension Y

17.01.00

SHBP AUF File – Add a New Employee

GHI 1st Day Worked - This is a required field and should represent the date the employee was hired by the school system

SHBP AUF File

- Add a New Employee

The GHI Coverage Start field is optional and is typically used for an employee transferring from another school district. It is the date when the employee's GHI benefit coverage starts.

PGC Data:8991 Rel:17.03.00 10/25/2017 PCW 001 SV CADEVY

Add New Employee

Status A -- Active
Emp. no. 11111 Pay Loc 1 Location 0000
Sex Code Work Loc
Mar Stat SSN 000 00 0000

NAME First _____ Middle _____
Last _____ SUFFIX _____ Prefix _____

Address L1 _____ Certificate Ty _____
Address L2 _____ CS1 Job (Frans) _____
City/State _____ Include in CF _____
Zip Code _____ County 000 Sick Bank _____
Phone (____) 000-0000 Substitut _____
Hours Per _____

Birth Date _____ Pens Elig Date _____ TRS BOE Paid ERCON ? _____
Hire Date _____ GHI Eligible ? X Participate in GHI ? _____
Rehire Date _____ GHI BOE Trans? 0 GHI Option NO UNLVED
Term Date _____ GHI 1st Day Wrk _____ GHI Tier 00 NO COVERAGE
Term Reason _____ GHI Coverage Start _____ GHI Ded Cd _____
GHI Change Code NEWP

***** TAX DATA *****
Federal: Mar Stat _____ Exempt 0 Withholding Code 0 Ant/% .00
State: Mar Stat _____ Allowance Mar 0 Dep 0 Withholding Code 0 Ant/% .00

Tax Switches: Fed Y State Y FICA Y Pension Y

17.01.00

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- Whether or not an employee is transferring from another district should be discovered from the employee so that SHBP benefits are transferred to the new school district correctly.
- The **GHI Coverage Start** field is an optional field on the *Add New Employee* screen. Per instructions from the Georgia State Health Agency, the **GHI Coverage Start** field should only be used for summer transfers from **May 1 through October 31**. During this timeframe, the date provided in this field will be used to replace the hire date when determining the benefit start date in the ADP system. According to the Georgia State

Health Agency, the **BOE Coverage Start Date** field will allow payroll locations to start a transferring employee's coverage on the exact date selected by the BOE without the date rolling forward an additional month.

NOTE: If the **GHI BOE Transfer** field is set to 'Y', but a **GHI Coverage Start Date** has not been entered, a warning message will be displayed.

SHBP AUF File

- **Update/Display Personnel Data**
- The **GHI change code** defaults to the last change code submitted for the employee
- Typical **GHI change code** for *Update/Display Personnel Data*
 - Miscellaneous changes: **MISC**
 - Termination changes including: **DCSD, KLOD, LOFF, RETR, TACA** and **TERM**



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SHBP AUF File – Update/Display Personnel Data Screen

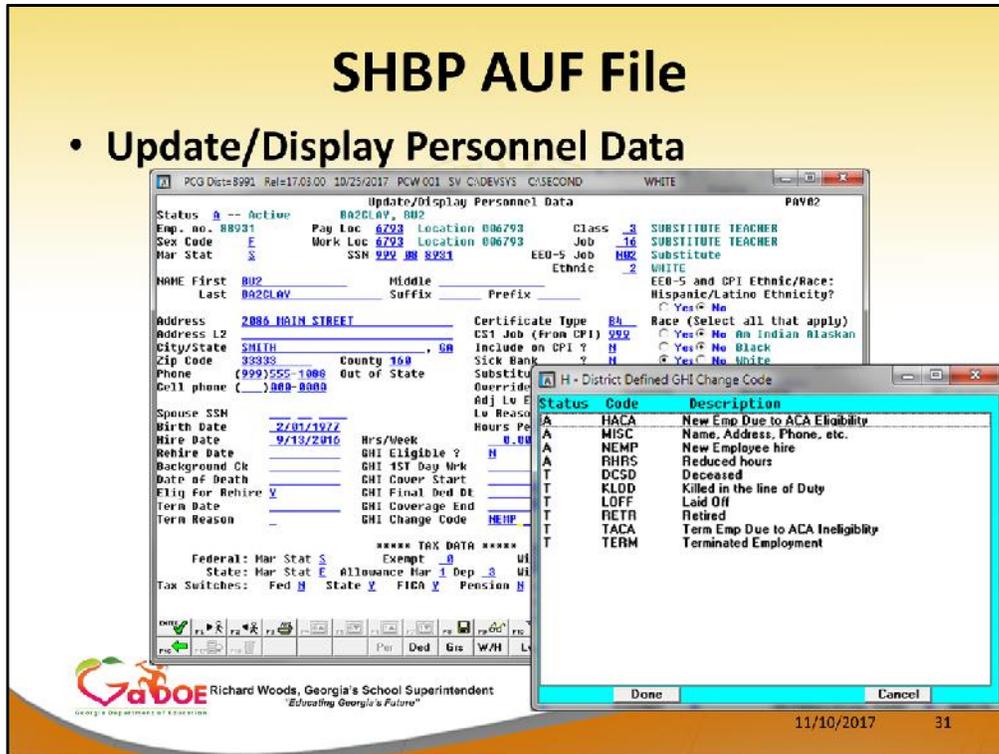
- The **GHI change code** defaults to the last change code submitted for the employee
- Typical **GHI change code** for *Update/Display Personnel Data*

Miscellaneous changes: **MISC**

Termination changes including: **DCSD, KLOD, LOFF, RETR, TACA** and **TERM**

SHBP AUF File

- Update/Display Personnel Data



SHBP AUF File – Update/Display Personnel Data Screen

- This screen indicates the valid values for the **GHI Change Code**.
- These codes are determined by SHBP. PCG does not have a say in what codes are supported.
- The codes valid for active employees are HACA, MISC, NEMP, RHRS
- The codes valid for terminating employees are DCSD, KLOD, LOFF, RETR, TACA, and TERM

SHBP AUF File

- **Update/Display Personnel Data**
- PCGenesis creates a GHI change record for the employee in two situations:
 - When the user specifically changes the **GHI Change Code** from its previous value.
 - PCGenesis automatically creates a **MISC** GHI change record when changes are detected in specific fields



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SHBP AUF File – Update/Display Personnel Data Screen

- The information on this slide is very important and identifies exactly how PCG generates change records for the AUF file!
- PCGenesis creates a GHI change record for the employee in two situations:
 - When the user specifically changes the **GHI Change Code** from its previous value.
 - PCGenesis automatically creates a **MISC** GHI change record when changes are detected in specific fields

SHBP AUF File

- **Update/Display Personnel Data**
- PCGenesis automatically creates a **MISC** change record when changes are detected in any of the following fields:
 - Employee first, middle, or last name fields
 - Employee street, county, city, state or zip fields
 - Employee telephone number
 - Employee e-mail address
 - Hours per week

SHBP AUF File – Update/Display Personnel Data Screen

PCGenesis automatically creates a **MISC** change record when changes are detected in any of the following fields:

- Employee first, middle, or last name fields
- Employee street, county, city, state or zip fields
- Employee telephone number
- Employee e-mail address
- Hours per week

SHBP AUF File

- **Update/Display Personnel Data**
- **Terminate** employee fields:
 - **GHI Change Code:** *DCSD, KLOD, LOFF, RETR, or TERM*
 - **Termination Date** and **Termination Reason Code** fields are required
 - The **GHI Final Deduction Date** is required
 - The **GHI Coverage End Date** is optional, and is typically used for an employee transferring to another school district



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SHBP AUF File – Update/Display Personnel Data Screen

Terminate employee fields:

GHI Change Code: *DCSD, KLOD, LOFF, RETR, or TERM*

Termination Date and **Termination Reason Code** fields are required

The **GHI Final Deduction Date** is required

The **GHI Coverage End Date** is optional, and is typically used for an employee transferring to another school district

SHBP AUF File

- Update/Display Personnel Data
- Deceased employees require an additional field:
 - GHI Change Code: *DCSD* or *KLOD*
 - The **Date of Death** is required



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SHBP AUF File – Update/Display Personnel Data Screen

- When an employee is deceased, the Date of Death is also a required field

SHBP AUF File

- Update/Display Personnel Data

Update/Display Personnel Data

Status Active BA2CLAY, BU2

Emp. no. 88931 Pay Loc 6233 Location 086793 Class 3 SUBSTITUTE TEACHER

Sex Code E Work Loc 6233 Location 086793 Job 16 SUBSTITUTE TEACHER

Mar Stat S SSM 922 88 8931 EEO-5 Job MB2 Substitute

Ethnic 2 WHITE

NAME First BU2 Middle _____ EEO-5 and CPI Ethnic/Race: _____

Last BA2CLAY Suffix _____ Prefix _____ Hispanic/Latino Ethnicity? _____

Address 2086 MAIN STREET Certificate Type Bk _____ Race (Select all that apply) _____

Address L2 _____ CS1 Job (From CPI) 999 Yes No Indian Alaskan

City/State SMITH, GA Include on CPI? Yes No Black

Zip Code 30333 County 16B Sick Bank Yes No White

Phone (999) 555-1989 Out of State Substitute rank 2 Yes No Asian

Cell phone () 800-8000 Override accrue? _____ Yes No Hawaiian Pacific

Spouse SSN _____ Lu Reason Max _____

Birth Date 2/01/1977 Hours Per Day _____

Hire Date 9/13/2016 Mrs./Week 0.00 Pens Elig Date _____

Rehire Date _____ GHI Eligible? Yes No No Health ins Paid EROCN? Yes No

Background CK _____ GHI 151 Day Mkr _____ Health ins Flag _____

Date of Death _____ GHI Cover Start _____ Participate in GHI? Yes No

Elig for Rehire Yes No GHI Final Ded Dt _____ GHI BOE Tral _____

Term Date _____ GHI Coverage End _____ GHI Option _____

Term Reason _____ GHI Change Code NEUP

***** TAX DATA *****

Federal: Mar Stat S Exempt 0 Withholding Code B

State: Mar Stat E Allowance Mar 1 Dep 3 Withholding Code B

Tax Switches: Fed N State Y FICA Y Pension N REIC -

SHBP AUF File – Update/Display Personnel Data Screen

- The **GHI change code** defaults to the last change code submitted for the employee

SHBP AUF File

- Update/Display Personnel Data

Update/Display Personnel Data

Status Active BA2CLAY, BB2

Emp. no. 88901 Pay Loc 6753 Location 886793 Class 3 SUBSTITUTE TEACHER

Sex Code E Work Loc 6753 Location 886793 Job 16 SUBSTITUTE TEACHER

Mar Stat S SSN 929 JB 8231 EEO-5 Job NR2 Substitute Ethnic 2 WHITE

NAME First BU2 Middle _____ EEO-5 and CPI Ethnic/Race: Hispanic/Latino Ethnicity? Yes No

Last BA2CLAY Suffix _____ Prefix _____

Address 2006 MAIN STREET Certificate Type Bk Race (Select all that apply)

Address L2 _____ CS1 Job (from CPI) 999 Yes No American Indian/Alaskan

City/State SMITH, GA Include on CPI? Yes No Black

Zip Code 30388 County 160 Sick Bank Yes No White

Phone (999)555-1989 Out of State Substitute rank 2 Yes No Asian

Cell phone () 000-0000 Override accrue? Yes No Hawaiian Pacific

Spouse SSN _____ Lx Reason Max _____

Birth Date 2/01/1977 Hours Per Day _____

Hire Date 9/13/2010 Mrs./Week 0.00 Pens Elig Date _____

Background CK GHI Eligible? Yes No TRS DOE Paid ERCON? Yes No

Date of Death _____ GHI 151 Day Wrk _____ Health ins flag Yes No

Elig for Rehire Yes No GHI Cover Start _____ Participate in GHI? Yes No

Term Date _____ GHI Final bed Dt _____ GHI DOE Tral _____

Term Reason _____ GHI Coverage End _____ GHI Option _____

***** TAX DATA *****

Federal: Mar Stat S Exempt 0 Withholding Code 0

State: Mar Stat E Allowance Mar 1 Dep 0 Withholding Code 0

Tax Switches: Fed State FICA Pension REIC

SHBP AUF File – Update/Display Personnel Data Screen

- The **GHI change code** must be CHANGED to trigger an entry on the AUF file for terminations

SHBP AUF File

- Update/Display Personnel Data

Update/Display Personnel Data

Status Active BA2CLAY, BU2

Emp. no. 88901 Pay Loc 6753 Location 886793 Class 3 SUBSTITUTE TEACHER

Sex Code E Work Loc 6753 Location 886793 Job 16 SUBSTITUTE TEACHER

Mar Stat S SSN 929 08 8231 EEO-5 Job NR2 Substitute Ethnic 2 WHITE

NAME First BU2 Middle Suffix Prefix EEO-5 and CPI Ethnic/Race: Hispanic/Latino Ethnicity? Yes No

Address 2006 MAIN STREET Certificate Type BA Race (Select all that apply)

City/State SMITH, GA CS1 Job (from CPI) 999 Yes No American Indian/Alaskan

Zip Code 30388 County 160 Include on CPI? Yes No Black

Phone (999) 555-1989 Out of State Sick Bank? Yes No White

Cell phone () 000-0000 Substitute rank 2 Yes No Asian

Spouse SSN Lc Reason Max Hours Per Day Yes No Hawaiian Pacific

Birth Date 2/01/1977 Mrs./Week 0.00 Pens Elig Date

Hire Date 9/13/2010 GHI Eligible? Yes No TRS DOE Paid ERCON? Yes No

Background CK GHI 151 Day Wrk Health ins flag Yes No

Date of Death GHI Cover Start Participate in GHI? Yes No

Elig for Rehire Y GHI Final ded Dt GHI DOE Tral

Term Date GHI Coverage End

Term Reason GHI Change Code TERH

***** TAX DATA *****

Federal: Mar Stat S Exempt 0 Withholding Code 8

State: Mar Stat E Allowance Mar 1 Dep 0 Withholding Code 8

Tax Switches: Fed N State Y FICA Y Pension N REIC -

SHBP AUF File – Update/Display Personnel Data Screen

- The **GHI Final Deduction Date** field is the date of the employee's last GHI deduction

SHBP AUF File

- Update/Display Personnel Data

The GHI Coverage End field is optional and is typically used for an employee transferring to another school district. It is the date when the employee's GHI benefit coverage ends.

SHBP AUF File – Update/Display Personnel Data Screen

- The **GHI Coverage End** field is optional and is typically used for an employee transferring to another school district.
- The date provided in the **BOE Coverage End Date** field will allow payroll locations to end a transferring employee's coverage on the last day of the month selected by a BOE without the date rolling forward an additional month, regardless of the **Date of Last Deduction**.
- The date provided in this field will be used to replace the **Last Deduction Date** when

determining the benefit end date in the ADP system.

SHBP AUF File

- **Update/Display Emergency Contact Data**
- F3, F1, F5
- PCGenesis automatically creates a **MISC** change record when changes are detected in:
 - Employee e-mail address

SHBP AUF File – Update/Display Emergency Data Screen

- The *Update/Display Emergency Contact Data* screen contains the employee's e-mail address (F3, F1, F5)
- Any change to the **Employee e-mail address** will automatically create a **MISC** change record on the AUF file

SHBP AUF File

- Update/Display Emergency Contact Data

PCG Data:8991 Rel:170300 10/31/2017 PCW 001 SV GADVSYS C:\SECOND WHITE

Update/Display Emergency Data PCR02

Employee: BV624 REVILERA, B0V09AN Spouse: _____
Next of kin: _____ Relationship Phone: 000 0000
Emergency: _____ Relationship Phone: 000 0000
Doctor: _____ Phone: 000 0000
Comments: _____
Employee e-mail: B06011FR0089624@misc.k12.ga.us

Mode changed to update

ENTER - Validate, F8 - Update Record, F10 - Exit without Changes

17.03.00

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SHBP AUF File – Update/Display Emergency Data Screen

- The *Update/Display Emergency Contact Data* screen contains the employee's e-mail address (F3, F1, F5)
- Any change to the **Employee e-mail address** will automatically create a **MISC** change record on the AUF file

SHBP AUF File

- **Update/Display Personnel Data**
- Sometimes current employees change from:
 - Certified to classified
 - Classified to certified
- Sometimes employees may switch on and off GHI triggered by ACA requirements, depending on their average hours worked
- These changes cannot be made on the *Update/Display Personnel Data* screen



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SHBP AUF File – Update/Display Personnel Data Screen

Sometimes current employees change from:

- Certified to classified
- Classified to certified
- Sometimes employees may switch on and off GHI triggered by ACA requirements, depending on their average hours worked

These changes cannot be made on the *Update/Display Personnel Data* screen

SHBP AUF File

- Update/Display Personnel Data

PCG Data8991 Rel:17.03.00 10/25/2017 PCW001 SV CADEVSVS C:\SECOND WHITE

Update/Display Personnel Data

BAZCLAY, BU2 PAY02

Status Active 0026LAV, BU2

Emp. no. 88901 Pay Loc 6793 Location 006793 Class 3 SUBSTITUTE TEACHER

Sex Code E Work Loc 6793 Location 006793 Job 16 SUBSTITUTE TEACHER

Mar Stat S SSM 999 08 8931 EEO-5 Job M02 Substitute

NAME First BU2 Middle Ethnic 2 WHITE

Last BAZCLAY Suffix Prefix EEO-5 and CPI Ethnic/Race:

Address 2006 MAIN STREET Certificate Type Bk Race (Select all that apply)

City/State SMITH, GA CS1 Job (From CPI) 999 Yes No Hispanic/Latino Ethnicity?

Zip Code 30333 County 16B Include on CPI? N Yes No Black

Phone (999)555-1989 Out of State Sick Bank Y N Yes No White

Cell phone ()000-0000 Substitute rank 2 Yes No Asian

Spouse SSN Lu Reason Max Yes No Hawaiian Pacific

Birth Date 2/01/1977 Hours Per Day Pens Elig Date

Hire Date 9/13/2016 Mrs./Week 0.00 INS DOE Paid EROCN? N

Rehire Date GHI Eligible? N Health ins Flag N

Background CK GHI 151 Day Mkr Participate in GHI? N

Date of Death GHI Cover Start GHI BOE Tral

Elig for Rehire Y GHI Final Ded Dt GHI Option

Term Date GHI Coverage End GHI Change Code NEMP

***** TAX DATA *****

Federal: Mar Stat S Exempt 0 Withholding Code 8

State: Mar Stat E Allowance Mar 1 Dep 3 Withholding Code 8

Tax Switches: Fed N State Y FICA Y Pension N REIC -

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SHBP AUF File – Update/Display Personnel Data Screen

- When an active employee switches status or goes on/off ACA, these changes cannot be made on the *Update/Display Personnel Data* screen
- The *Update/Display Personnel Data* screen will NOT trigger a **NEMP** GHI change record for an existing active employee

SHBP AUF File

- Some things to remember:
- Making changes on the screens discussed above triggers an entry on the **GHI Change File**
(K:\SECOND\PAYDATA\EMPCHG)
- Then, the **AUF transmission file** is generated based the contents of the GHI Change File (EMPCHG)



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SHBP AUF File – Update GHI Change File for State Health Benefits

Some things to remember:

- Making changes on the screens discussed above triggers an entry on the **GHI Change File**
(K:\SECOND\PAYDATA\EMPCHG)
- Then, the **AUF transmission file** is generated based the contents of the GHI Change File (EMPCHG)

SHBP AUF File

- When the AUF transmission file is generated, it pulls the most recent data directly from the employee's payroll/personnel record
 - Employee first, middle, or last name fields
 - Employee street, county, city, state or zip fields
 - Employee telephone number
 - Employee e-mail address
 - Hours per week
 - Hire / Termination dates
 - Coverage Start / End dates

SHBP AUF File – Update GHI Change File for State Health Benefits

- When the AUF transmission file is generated, it pulls the most recent data directly from the employee's payroll/personnel record.
- This ensures that if multiple changes are made on the same day, PCG will send the most accurate and recent data to SHBP.

Employee first, middle, or last name fields

Employee street, county, city, state or zip fields

Employee telephone number

Employee e-mail address

Hours per week

Hire / Termination dates
Coverage Start / End dates

SHBP AUF File

- Sometimes, we can't use the most recent data directly from the employee's payroll/personnel record because:
 - An active employee is changing status
 - You don't want to change the HIRE date on the *Personnel* screen for an existing employee
 - This is when you must use the **Update GHI Change File for State Health Benefits** screen



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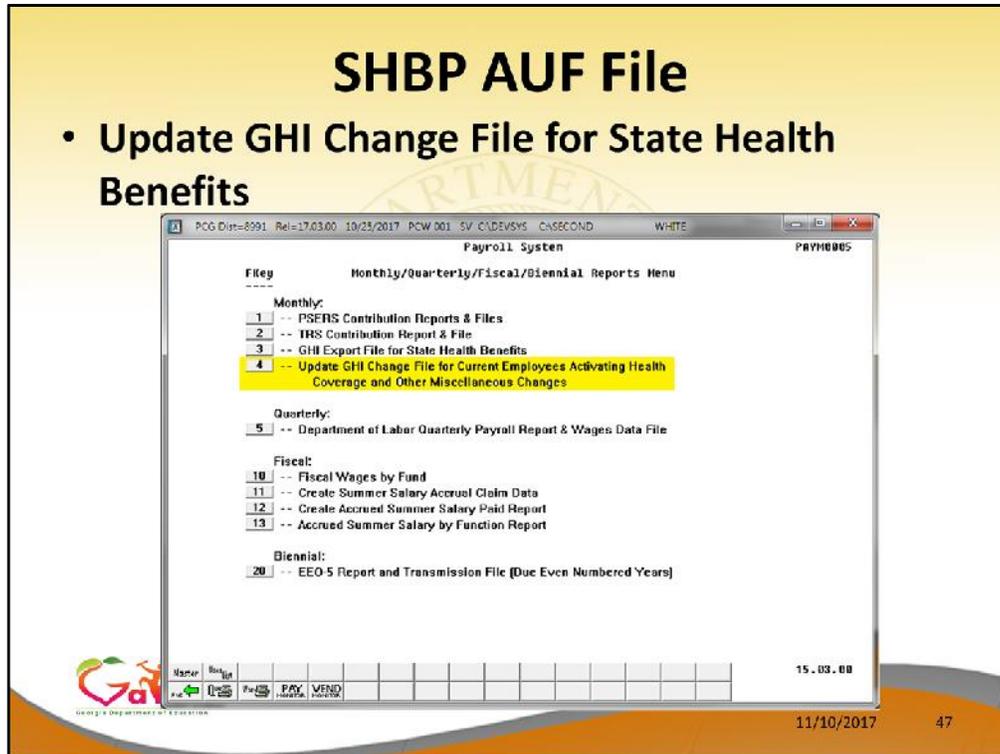
46

SHBP AUF File – Update GHI Change File for State Health Benefits

- Sometimes, we can't use the most recent data directly from the employee's payroll/personnel record because:
 - An active employee is changing status
 - You don't want to change the HIRE date on the *Personnel* screen for an existing employee
 - This is when you must use the **Update GHI Change File for State Health Benefits** screen

SHBP AUF File

- Update GHI Change File for State Health Benefits



SHBP AUF File – Update/Display Personnel Data Screen

Update GHI Change File for State Health Benefits

- F2, F5, F4
- In the next release (17.04.00), I am changing the name of this menu option, shown above, to hopefully clarify exactly what this option is used for

SHBP AUF File

- Update GHI Change File for State Health Benefits
- F2, F5, F4
- This screen triggers an update to the **GHI Change File** and uses the dates entered on this screen
- Entries on the **GHI Change File** will appear the next time the **AUF file** is sent to SHBP



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SHBP AUF File – Update GHI Change File for State Health Benefits

Update GHI Change File for State Health Benefits

- F2, F5, F4
- This screen triggers an update to the **GHI Change File** and uses the dates entered on this screen.
- Entries on the **GHI Change File** will appear the next time the **AUF transmission file** is sent to SHBP

SHBP AUF File

- **Update GHI Change File for State Health Benefits**
- Use this screen if changes have been made affecting State Health that have not been transmitted to the DCH
- Sometimes current employees change from:
 - Certified to classified
 - Classified to certified
- Sometimes employees may switch on and off GHI triggered by ACA requirements, depending on their average hours worked



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SHBP AUF File – Update GHI Change File for State Health Benefits

Use this screen if changes have been made affecting State Health that have not been transmitted to the DCH

- Sometimes current employees change from:
 - Certified to classified
 - Classified to certified
- Sometimes employees may switch on and off GHI triggered by ACA requirements, depending on their average hours worked

SHBP AUF File

- Update GHI Change File for State Health Benefits
- AUF transmission file will use dates entered on this screen
- **This procedure does NOT change the employee's personnel information in payroll**



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SHBP AUF File – Update GHI Change File for State Health Benefits

- **This procedure does NOT change the employee's personnel information in payroll.**
- The only purpose is to generate an entry on the GHI Change File, not to change any data on the *Update/Display Personnel Data* screen.

SHBP AUF File

- **Update GHI Change File for State Health Benefits**
- Only one record can be generated per day for each employee.
- When the user tries to create a second GHI change record in the same day, an error message will display
 - *“Only one record can be generated per day for each employee. Try again tomorrow.”*



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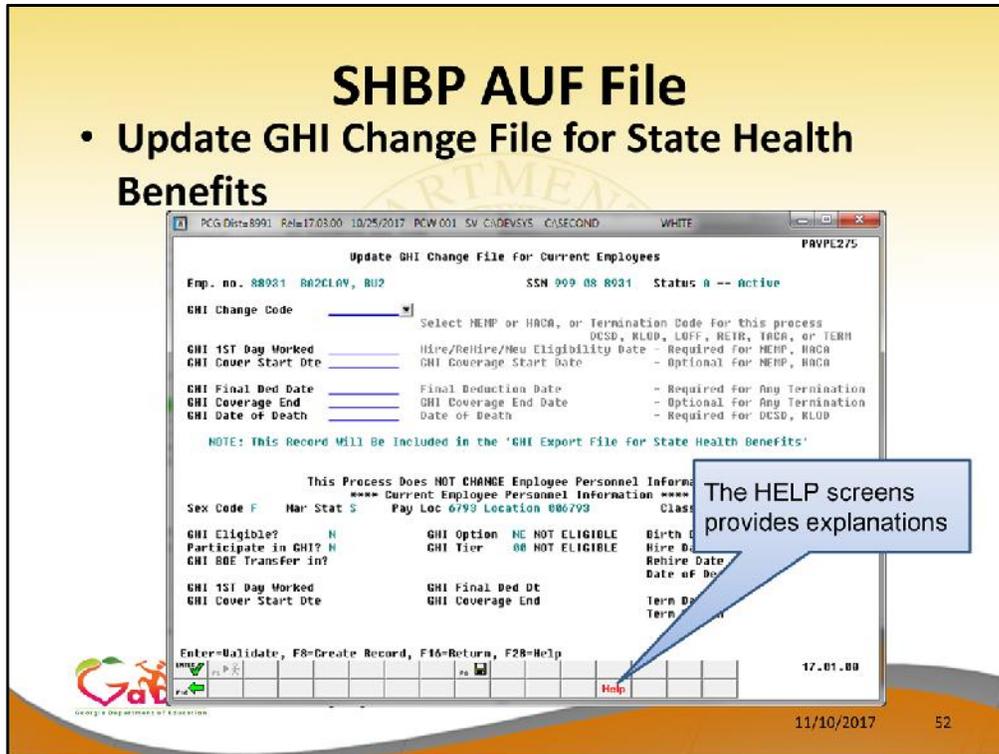
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SHBP AUF File – Update GHI Change File for State Health Benefits

- Only one record can be generated per day for each employee.
- When the user tries to create a second GHI change record in the same day, an error message will display
 - *“Only one record can be generated per day for each employee. Try again tomorrow.”*
- **This is really true across the board from any PCG screen. SHBP will only handle ONE employee change record per day.**

SHBP AUF File

- Update GHI Change File for State Health Benefits

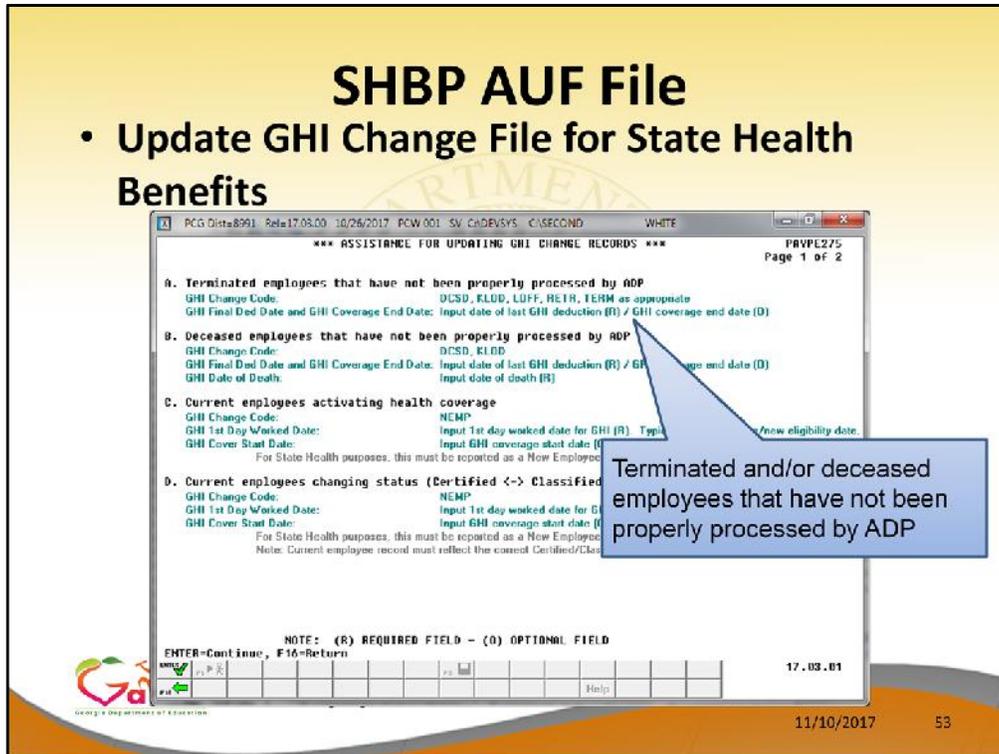


SHBP AUF File – Update GHI Change File for State Health Benefits

- On the *Update GHI Change File for Current Employees* screen, I think you will find the **HELP** screen very informative
- The **HELP** screens tell exactly what this screen should be used for.

SHBP AUF File

- Update GHI Change File for State Health Benefits

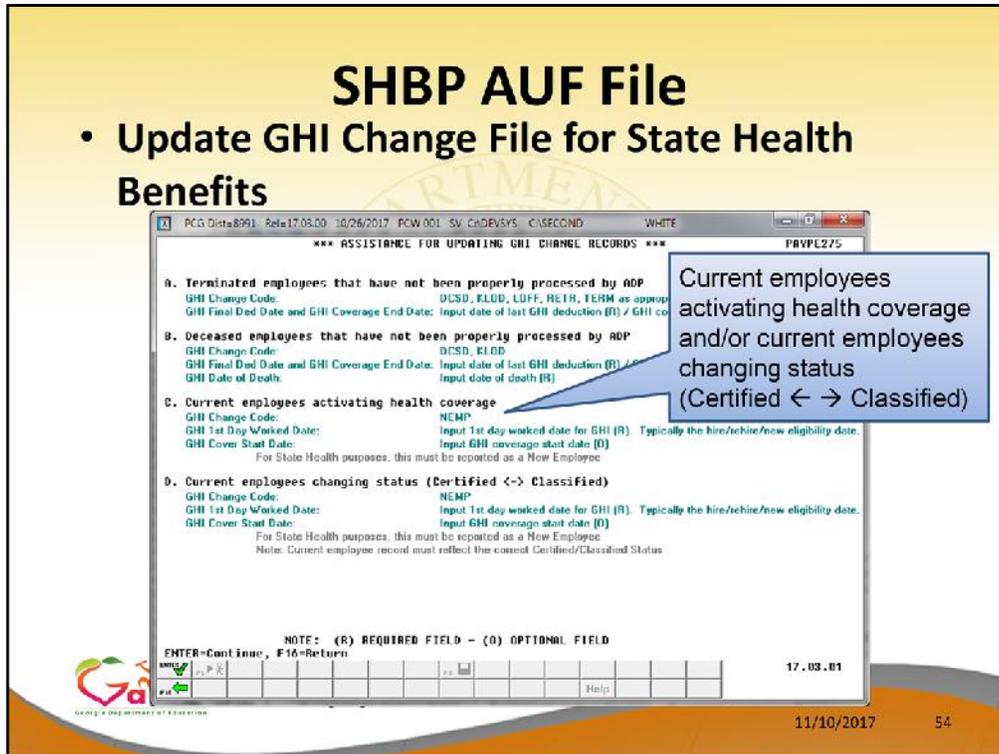


SHBP AUF File – Update GHI Change File for State Health Benefits

- The **HELP** screens tell exactly what this screen should be used for.
- This screen is used when terminated employees have not been properly processed by ADP
- The help screen tells you exactly what fields are required for the selected **Change Code** entered

SHBP AUF File

- Update GHI Change File for State Health Benefits



SHBP AUF File – Update GHI Change File for State Health Benefits

- The **HELP** screens tell exactly what this screen should be used for.
- This screen is used for current employees activating health coverage
- This screen is used for current employees who are changing status. For example, an active employee who is changing from certified to classified or visa versa.
- The help screen tells you exactly what fields are required for the selected **Change Code** entered

SHBP AUF File

- Update GHI Change File for State Health Benefits

PGC Dist: 8991 Rel: 17.03.00 10/25/2017 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

*** ASSISTANCE FOR UPDATING GHI CHANGE RECORDS ***

PAYPE275
Page 2 of 2

E. Current employees going on ACA based upon IRS requirements for full-time employees
GHI Change Code: HACA
GHI 1st Day Worked Date: Input 1st day worked date for GHI (R). Typically the hire/return/new eligibility date.
GHI Cover Start Date: Input GHI coverage start date (O)

F. Current employees going off ACA based upon IRS requirements for full-time employees
GHI Change Code: TACA
GHI Final Ded Code and GHI Coverage End Date: Input date of last GHI deduction (R) / GHI coverage end date (O)

NOTE: (R) REQUIRED FIELD - (O) OPTIONAL FIELD

ENTER/F16=Return, F1=Previous

ENTER	F16	Return	F1	Previous	Help
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17.01.08

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SHBP AUF File – Update GHI Change File for State Health Benefits

- The **HELP** screens tell exactly what this screen should be used for.
- This screen is used for current employees going on or off ACA based upon IRS requirements for full-time employees
- The **HACA** and **TACA** change codes.
- The help screen tells you exactly what fields are required for the selected **Change Code** entered

SHBP AUF File

- Update GHI Change File for State Health Benefits

Update GHI Change File for Current Employees

Emp. no. 89462 CA2NES, DF2AE SSM 009 08 9462 Status 0 -- active

GHI Change Code NEMP New Employee Hire
 Select NEMP or HACR, or Termination Code for this process
 UCSD, KLUD, LOFF, RETR, TADR, or TERN

GHI 1st Day Worked 8/01/2017 Hire/Rehire/New Eligibility Date - Required for NEMP, HACR
 GHI Cover Start Dte 10/01/2017 Coverage Start Date - Optional for NEMP, HACR

GHI Final Ded Date _____ Final Ded Date - Required for Any Termination
 GHI Coverage End _____ GHI Coverage End - Optional for Any Termination
 GHI Date of Death _____ Date of Death - Required for UCSD, KLUD

NOTE: This Record Will Be Included in the 'GHI Export' State

This Process Does NOT CHANGE Employee Personnel Information
 *** Current Employee Personnel Information ***

Sex Code M Mar Stat M Pay Loc 109 Location 000108 Class _____

GHI Eligible? Y GHI Option NO WAIVED Birth Date _____
 Participate in GHI? N GHI Tier 00 NO COVERAGE Hire Date _____
 GHI BOE Transfer in? N Date of Birth _____

GHI 1st Day Worked 8/01/2017 GHI Final Ded Dte _____ Term Date _____
 GHI Cover Start Dte 10/01/2017 GHI Coverage End _____ Term Reason _____

Validation Passed
 Enter=Validate, F8=Create Record, F16=Return, F28=Help

17.03.01

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SHBP AUF File – Update GHI Change File for State Health Benefits

- For example, here are possible entries for a classified employee converting to a certified position and enrolling in GHI
- Keep in mind...
- The **GHI Coverage Start** field and the **GHI Coverage End** field are optional fields and are typically used for an employee transferring to another school district.
- Per instructions from the Georgia State Health Agency, the **GHI Coverage Start** field should only be used for summer transfers from **May 1**

through October 31. During this timeframe, the date provided in this field will be used to replace the hire date when determining the benefit start date in the ADP system. According to the Georgia State Health Agency, the **BOE Coverage Start Date** field will allow payroll locations to start a transferring employee's coverage on the exact date selected by the BOE without the date rolling forward an additional month.

- The date provided in the **BOE Coverage End Date** field will allow payroll locations to end a transferring employee's coverage on the last day of the month selected by a BOE without the date rolling forward an additional month, regardless of the **Date of Last Deduction**.
- The date provided in this field will be used to replace the **Last Deduction Date** when determining the benefit end date in the ADP system.

SHBP AUF File

- Update GHI Change File for State Health Benefits
- AUF transmission file will use dates entered on this screen
- **This procedure does NOT change the employee's personnel information in payroll**



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SHBP AUF File – Update GHI Change File for State Health Benefits

To reiterate...

- **This procedure does NOT change the employee's personnel information in payroll.**
- The only purpose is to generate an entry on the GHI Change File, not to change any data on the Update/Display Personnel Data screen.

Agenda

- Upgrade to Micro Focus® Runtime 10.0.1
- Payroll Setup
- SHBP AUF Transmission File
- **Export/Import of CPI Assignment Data**
- Update Vendors with Employee Information
- DE Form 0396-150 Consolidated Fund Report
- Financial System Miscellaneous Changes



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2017 saw many new features and functions added to PCGenesis.

Export/Import of CPI Assignment Data

The screenshot shows a window titled 'Payroll System' with a menu titled 'Payroll Export/Import Menu'. The menu items are as follows:

FKey	Description
1	-- Payroll Gross Data Export
2	-- Payroll Gross Data Import
3	-- Payroll Deduction Export
4	-- Payroll Deduction Import
5	-- Export Selected Payroll / Deduction / CPI Information
6	-- Import Selected Payroll Information or CPI Assignment Data
7	-- Earnings History Export
8	-- Earnings History Gross Pay Distribution Export
9	-- Import New Employees - Batch Mode
10	-- Export New Hire File for Georgia Directory of New Hires

A callout box points to items 5 and 6, stating: 'Support has been added for export/import of CPI assignment data'. The window also shows a status bar with '17.02.00' and a keyboard layout at the bottom.

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Export/Import of CPI Assignment Data

- A new feature has been added, that was brought up at GASBO last year.
- Support has been added for an export/import of CPI assignment data

Export/Import of CPI Assignment Data

- Export CPI assignment data: F2, F13, F8, F5
- The user is now allowed to select
 - Assignment 1 Data
 - Assignment 2 Data
 - Assignment 3 Data
 - Assignment 4 Data
 - Assignment 5 Data
 - Assignment 6 Data



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Export/Import of CPI Assignment Data

- Export CPI assignment data is available from the Payroll Master Menu, Special Functions, Payroll Export/Import Menu: F2, F13, F8, F5
- The user is now allowed to select
 - Assignment 1 Data
 - Assignment 2 Data
 - Assignment 3 Data
 - Assignment 4 Data
 - Assignment 5 Data
 - Assignment 6 Data

Export/Import of CPI Assignment Data

- **Export File Type** of '**I**' (Create File to Modify and Import) creates a comma separated file (csv) which can be imported back into the system
- After modifications have been made to the exported data, the CPI assignments can then be imported back into the CPI File



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Export/Import of CPI Assignment Data

- The key to the import process is selecting the correct **Export File Type** when running the export.
- An **Export File Type** of '**I**' (Create File to Modify and Import) creates a comma separated file (csv) which can be imported back into the system
- After modifications have been made to the csv data, the CPI assignments can then be imported back into the CPI File

Export/Import of CPI Assignment Data

Export Selected Payroll / Deduction / CPI Information

Export File Type: I Export File for Report
E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria Filter set: Class, Status

Export sort order:
 Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format:
 Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format:
 Alpha - 999-88-7777
 Numeric - 999887777

Date Format:
 MM/DD/YYYY
 CCYYMMDD

PRY Item(s) Selected: 0 F4 to select PRY Items
CPI Item(s) Selected: 0 F5 to select CPI Items
Deduction(s) Selected: 0 F6 to select Deductions

No Items Selected
Enter=Create File, F4=Select PRY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit

ESC	F4	F5	F6	F7	F8	F9	F10	F11	F12	17.83.98
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Export/Import of CPI Assignment Data

- The key to the import process is selecting the correct **Export File Type** when running the export.
- An **Export File Type** of '**I**' (Create File to Modify and Import) creates a comma separated file (csv) which can be imported back into the system
- Next, select **F10** to filter the data

Export/Import of CPI Assignment Data

PCG Dist: 8991 Rel: 17.03.00 10/26/2017 PCW 001 SV C:\DEV\SVS CASECOND WHITE

Export Selected Payroll / Deduction / CPI Information
Set Employee Selection Filter

Filter set: Class, Status
Status: A Pension: Contract no: Certified (Y or N): 13 month (Y or N):

CLASS Code:

Work Location:

Job Code:

CS1 Job:

NOTE: The entries you place on this screen are not checked against the description file. This may be used to search for employees who may have invalid entries.

17.01.00



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Export/Import of CPI Assignment Data

- Filter the output data for the employees you want in the export file

Export/Import of CPI Assignment Data

Export Selected Payroll / Deduction / CPI Information

Export File Type: I Create File to Modify & Import
E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria Filter set: Status

Export sort order:
 Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format:
 Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format:
 Alpha - 999-00-7777
 Numeric - 998887777

Date Format:
 MM/DD/YYYY
 CCYYMMDD

PAY Item(s) Selected: 0 F4 to select PAY Items
CPI Item(s) Selected: 0 F5 to select CPI Items
Deduction(s) Selected: 0 F6 to select Deductions

No Items Selected
Enter=Create File, F4=Select PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit

17.03.00

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Export/Import of CPI Assignment Data

- Filter the output data for the employees you want in the export file
- When you return to the main screen, notice that the filter option has been set. In our case we filtered for all active employees.
- Next select **F5** to select CPI items

Export/Import of CPI Assignment Data

Export Selected Payroll / Deduction / CPI Information

Select CPI Fields:

Enter 'X' for the item to be reported

Select only one item

CERT PAY STEP	ASSIGNMENT 1 DATA	X
ENPL BASIS CERT	ASSIGNMENT 2 DATA	X
SUB IN-FIELD STATUS	ASSIGNMENT 3 DATA	X
ANNUAL CONTR DAYS	ASSIGNMENT 4 DATA	X
ADVANCE INHIBIT	ASSIGNMENT 5 DATA	X
CERT YEARS EXP	ASSIGNMENT 6 DATA	X
NATIONAL CERT		
HIGHEST CERT LEVEL		
LEVEL EFF DATE		
ENPL BASIS CLASS		
ANNUAL WORK DAYS		
LOCAL YEARS EXP		
ANNUAL CLASS SAL		
CERT ID		
CASE OPEN SV		
LONG TERM SUB		

CPI Employees Only? All Selected Only employees with 'Include on CPI' = 'Y'

F7-Return, F16-Exit

17.03.00

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Export/Import of CPI Assignment Data

- If importing data back into PCG: select all assignments for the csv file.
- Then, the csv will be formatted correctly.

Export/Import of CPI Assignment Data

PCG Data8991 Rel:17.03.00 10/26/2017 PCW 001 SV CADEVSYS C/SSECOND WHITE

Export Selected Payroll / Deduction / CPI Information

Export File type: **I** Create File to Modify & Import
E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria Filter set: Status

Export sort order:
 Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format:
 Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format:
 Alpha - 999-88-7777
 Numeric - 999897777

Date Format:
 MM/DD/CCYY
 CCYYMMDD

PAY Item(s) Selected: 1
CPI Item(s) Selected: 6
Deduction(s) Selected: 0

F4 to select PAY Items
F5 to select CPI Items
F6 to select Deductions

Enter-Create File, F4-Select PAY Items, F5-Select CPI IT

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Export/Import of CPI Assignment Data

- When you return to the main screen, notice that 6 CPI assignments are selected along with the **CPI Include** field in the **Pay Items** which is included automatically
- Next, select ENTER to extract the CPI assignment data

Export/Import of CPI Assignment Data

PCG Data8991 Rel=17.03.00 10/26/2017 PCW 001 SV CADEVSY5 C/SSECOND WHITE

Export Selected Payroll / Deduction / CPI Information

Export File Type: Create File to Modify & Import
 E = Export File for Report
 I = Create File to Modify & Import

F10 | to set selection criteria Filter set: Status

Export sort order: Employee Number
 Employee SSN
 Employee Name (Lname F)

Amount Format: Include Decimal (\$10.00 =
 No Decimal (\$10.00 =

SSN Format: Alpha - 999-88-7777
 Numeric - 999897777

Date Format: MM/DD/CCYY
 CCYYMMDD

PAY Item(s) Selected: 1
CPI Item(s) Selected: 6
Deduction(s) Selected: 0

F4 to
F5 to
F6 to

Extract Records? Ready to extract records?
Select OK to continue.
Select CANCEL to redisplay the screen.

OK Cancel

Select OK to extract the records

Enter-Create File, F4-Select PAY Items, F5-Select CPI It

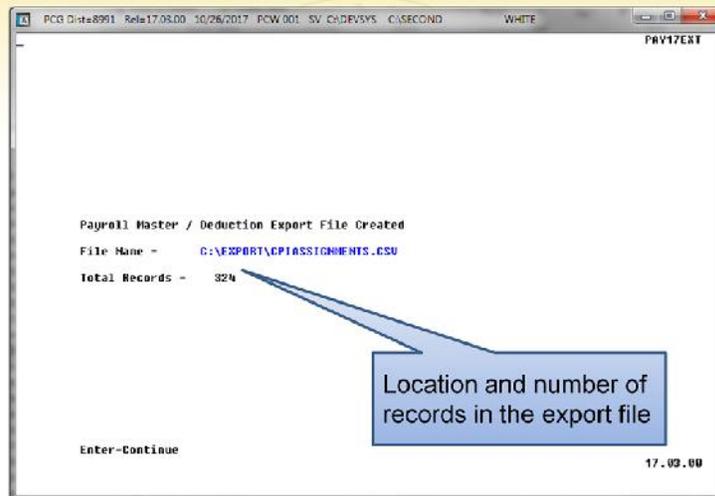
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Export/Import of CPI Assignment Data

- Now, select OK to extract the records

Export/Import of CPI Assignment Data



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Export/Import of CPI Assignment Data

- The final screen shows the location and number of records in the export file.

Export/Import of CPI Assignment Data

The screenshot shows a Microsoft Excel spreadsheet with the following columns: A (EmpID), B (Name), C (LOC), D (LOC Desc), E (Work LOC), F (Work LOC Desc), G (Class), H (Class Desc), I (INTCLASS), J (INTCLASS Desc), K (ContMn), L (CPI Incls), M (Assign 1), N (ContMn), O (Assign 1), P (ContMn), Q (Assign 1), R (SubMn), S (Assign 1). The data rows list various employees and their assignments, such as 'WYNNE MEEBIL' assigned to 'LUNCHROOM WORKERS' and 'DORIS SHERN SAEFOHO' assigned to 'CUSTODIANS'.

The callout box states: "The csv file is in the exact format needed to import the data".

Export/Import of CPI Assignment Data

- The resulting csv file is in the exact format needed to import the data

Export/Import of CPI Assignment Data

- The following data is extracted for each CPI assignment:
 - Assignment Type
 - Certification Type
 - School/Work Location
 - Infield Status
 - Job Code
 - Secondary Fund Code
 - Subject Matter Code
 - **Consolidated Fund Flag**
 - Field Code
 - Assignment Percentage



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New field for FY 2018

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Export/Import of CPI Assignment Data

- The following data is extracted for each CPI assignment
- Note that the Consolidated Fund Flag is a new field for FY 2018

Export/Import of CPI Assignment Data

- **One row for each employee**
 - Columns **A – L**: Identifying information for the employee
 - Column **M**: **CPI Include Flag**
 - Columns **N – W**: **CPI Assignment 1**
 - Columns **X – AG**: **CPI Assignment 2**
 - Columns **AH – AQ**: **CPI Assignment 3**
 - Columns **AR – BA**: **CPI Assignment 4**
 - Columns **BB – BK**: **CPI Assignment 5**
 - Columns **BL – BU**: **CPI Assignment 6**



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Export/Import of CPI Assignment Data

- The output contains one row for each employee, and is laid out as shown on the slide.

Export/Import of CPI Assignment Data

- Make modifications to the assignments in the csv file
- Import back into PCGenesis
- F2, F13, F8, F6



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Export/Import of CPI Assignment Data

- Make modifications to the assignments in the csv file
- F2, F13, F8, F6 – *Import Selected Payroll Information or CPI Assignment Data*
- Then, you can import the updated assignments back into PCGenesis

Export/Import of CPI Assignment Data

PCG Dist=8991 Rel=17.03.00 10/26/2017 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Payroll System PAYH0616

Payroll Export/Import Menu

FKey	Description
1	-- Payroll Gross Data Export
2	-- Payroll Gross Data Import
3	-- Payroll Deduction Export
4	-- Payroll Deduction Import
5	-- Export Selected Payroll / Deduction / CPI Information
6	-- Import Selected Payroll Information or CPI Assignment Data
7	-- Earnings History Export
8	-- Earnings History Gross Pay Distribution Export
9	-- Import New Employees - Batch Mode
10	-- Export New Hire File for Georgia Directory of New Hires

17.02.00

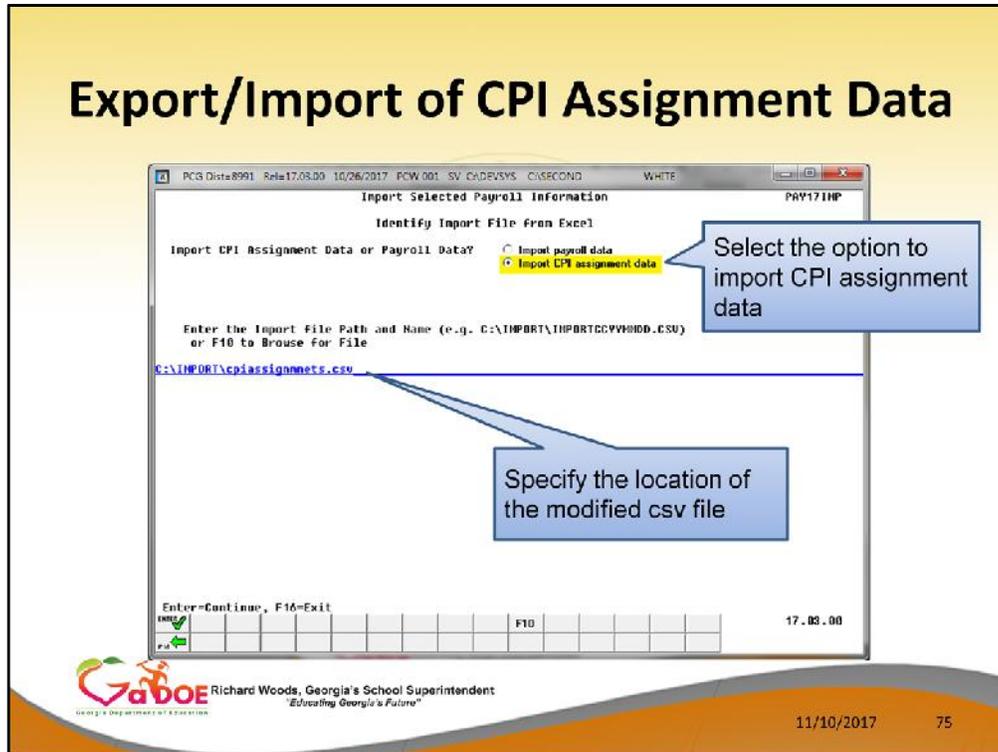
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Export/Import of CPI Assignment Data

- Make modifications to the assignments in the csv file
- F2, F13, F8, F6 – *Import Selected Payroll Information or CPI Assignment Data*
- Then, you can import the updated assignments back into PCGenesis

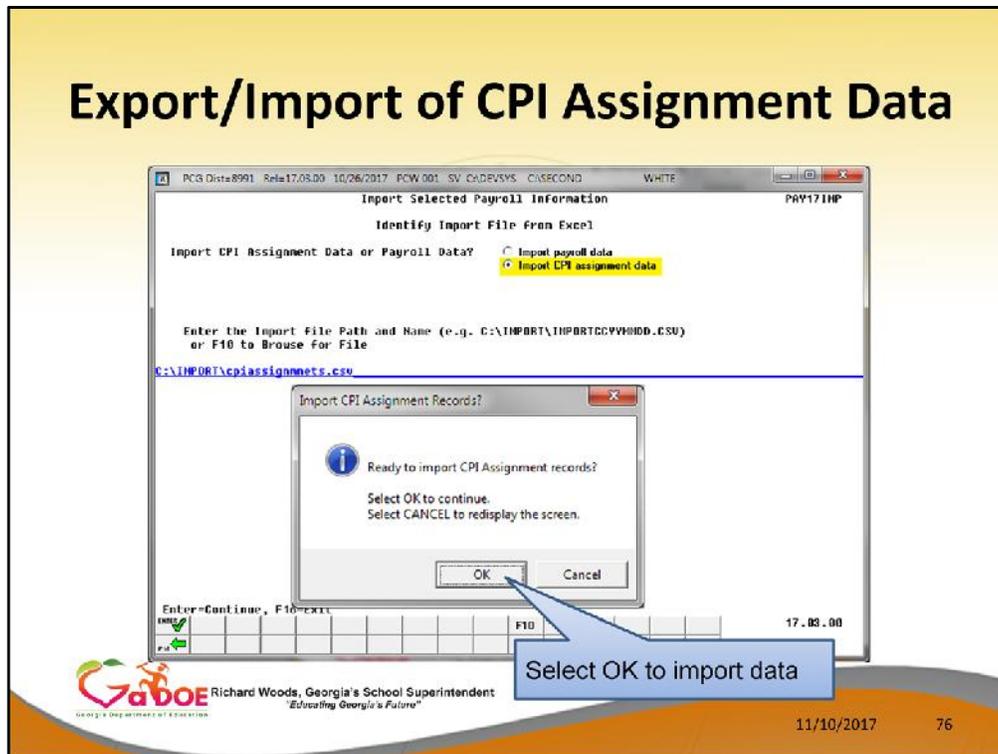
Export/Import of CPI Assignment Data



Export/Import of CPI Assignment Data

- F2, F13, F8, F6 – *Import Selected Payroll Information or CPI Assignment Data*
- Select the radio button for the option to import CPI assignment data
- And specify the location of the modified csv file

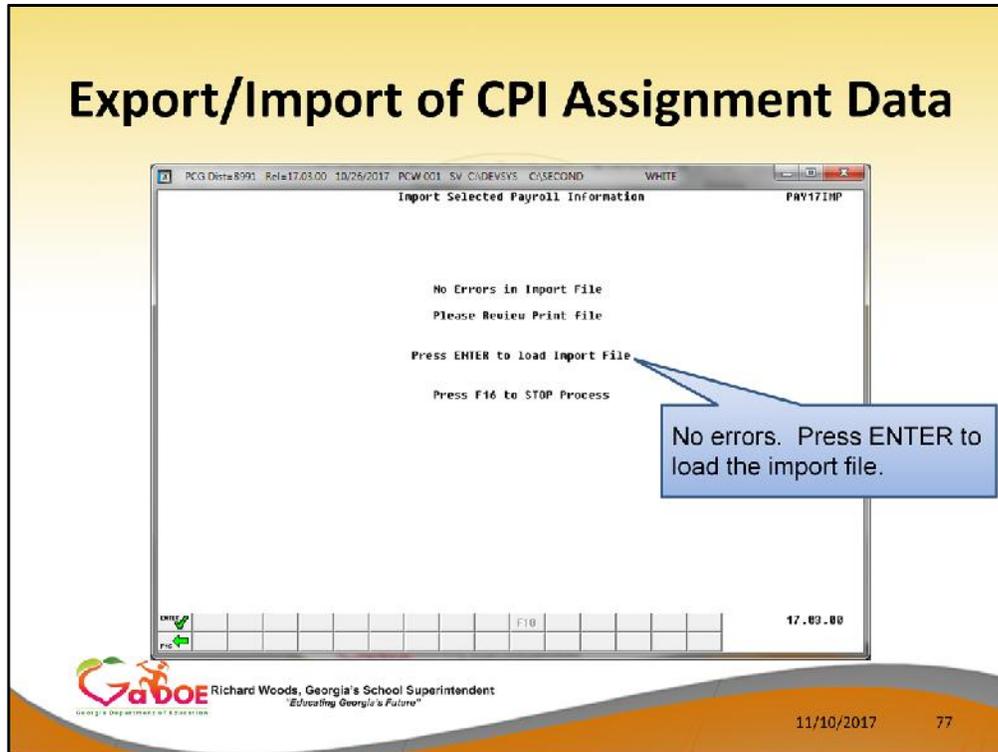
Export/Import of CPI Assignment Data



Export/Import of CPI Assignment Data

- F2, F13, F8, F6 – *Import Selected Payroll Information or CPI Assignment Data*
- Next, select OK to import the data

Export/Import of CPI Assignment Data



Export/Import of CPI Assignment Data

- F2, F13, F8, F6 – *Import Selected Payroll Information or CPI Assignment Data*
- If there are no errors, press ENTER to load the import file
- If there are errors, print the report to discover what the error are

Agenda

- Upgrade to Micro Focus® Runtime 10.0.1
- Payroll Setup
- SHBP AUF Transmission File
- Export/Import of CPI Assignment Data
- **Update Vendors with Employee Information**
- DE Form 0396-150 Consolidated Fund Report
- Financial System Miscellaneous Changes



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2017 saw many new features and functions added to PCGenesis.

Update Vendors with Employee Information

- The new *Update Vendors with Employee Information* function (F1, F14, F2)
- Scans the *Vendor Master File* for employees and identifies information on the vendor record that does not match information on the *Payroll Master File* record
- Facilitates synchronizing the *Vendor Master File* with up-to-date payroll information



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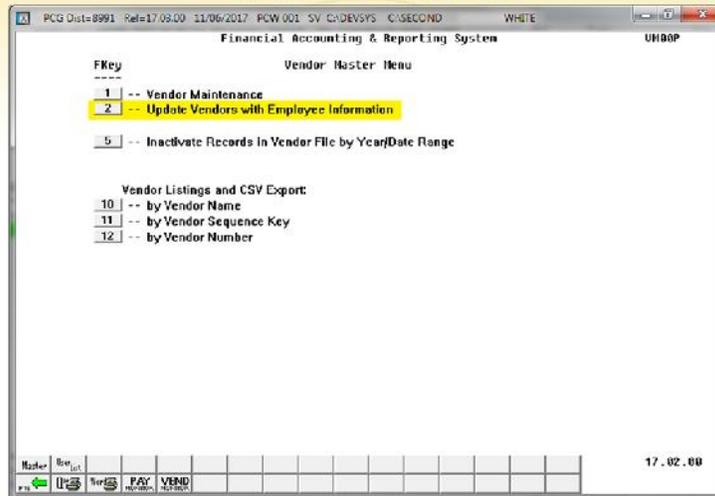
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Update Vendors with Employee Information

- A new function *Update Vendors with Employee Information* (F1, F14, F2) has been added to the *Vendor Master Menu*
- This program scans the *Vendor Master File* for employees and identifies information on the vendor record that does not match information on the *Payroll Master File* record
- The purpose of this program is to synchronize the *Vendor Master File* with up-to-date payroll information

Update Vendors with Employee Information



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Update Vendors with Employee Information

- A new function *Update Vendors with Employee Information* (F1, F14, F2) has been added to the *Vendor Master Menu*

Update Vendors with Employee Information

- Processing options include:
 - Print a report only
 - Print a report and update the *Vendor Master File* with the payroll data
- **Vendor** and **Sequence Name** options include:
 - First, middle, last order
 - Last, first, middle order



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Update Vendors with Employee Information

Processing options include:

- Print a report only
- Print a report and update the *Vendor Master File* with the payroll data

The **Vendor Name** and **Sequence Name** can be updated in

- First, middle, last order
- Last, first, middle order

Update Vendors with Employee Information

- The following fields will be updated on the *Vendor Master File* :
 - Vendor name
 - Contact name
 - Street address lines, city, state, and zip
 - Telephone number
 - Name control field
 - Vendor sequence key (optional)



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Update Vendors with Employee Information

The following fields will be updated on the *Vendor Master File* :

- Vendor name – The vendor name field will be updated !
- Contact name
- Street address lines, city, state, and zip
- Telephone number
- Name control field
- Vendor sequence key (optional)

Update Vendors with Employee Information

Update Vendors with Employee Information PR158PT1

Select update option: Print report only
 Print report and update VENDOR File with employee information

Select vendor name option: Vendor name in First Middle Last order
 Vendor name in Last, First Middle order

Update Vendor Sequence Key: H

Select vendor seq key option: Vendor Sequence Key in First Middle Last order
 Vendor Sequence Key in Last, First Middle order

The following vendor fields will be updated: Vendor name, contact, street address lines, city, state, zip, telephone, and name control. Optionally, the vendor sequence key can be updated.

ENTER - Continue, F10 - Exit Program 17.03.01

Select the desired options and ENTER.

Update Vendors with Employee Information

Processing options include:

- Print a report only
- Print a report and update the *Vendor Master File* with the payroll data

The **Vendor Name** and **Sequence Name** can be updated in

- First, middle, last order
- Last, first, middle order

Updating the **Vendor Sequence Key** is optional

Update Vendors with Employee Information

REPORT ID: ER15RPT1 UPDATE VENDORS WITH EMPLOYEE INFORMATION PAGE 1
 REPORT DATE: 10/26/17

VENDOR	EMPNO	FIELD	ORIG VALUE	NEW VALUE
34	89487	Name	MC5UGH, HESAIINE	HESAIINE MC5UGH
		Contact		HESAIINE MC5UGH
		Seq Key	MC5UGH, HESAIINE	HESAIINE MC5UGH
		Phone	000000000	09995550522
36	88272	Name	EC7ERT, VI7O	VI7O EC7ERT
		Contact		VI7O EC7ERT
		Seq Key	EC7ERT, VI7O	VI7O EC7ERT
		Phone	000000000	09995551753
38	99857	Name	DA4LING, IR4IDA	IR4IDA DA4LING
		Contact		IR4IDA DA4LING
		Seq Key	DA4LING, IR4IDA	IR4IDA DA4LING
		Phone	000000000	09995550144
39	88470	Name	GR7VER, AL7HONSO	AL7HONSO GR7VER
		Contact		AL7HONSO GR7VER
		Seq Key	GR7VER, AL7HONSO	AL7HONSO GR7VER
		Phone	000000000	09995551553
40	88156	Name	WE3THERS, LA3ERNE	LA3ERNE WE3THERS
		Contact		LA3ERNE WE3THERS
		Seq Key	WE3THERS, LA3ERNE	LA3ERNE WE3THERS
		Phone	000000000	09995551870

The reports shows the original value and the new value for each updated field

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Update Vendors with Employee Information

- The reports shows the original value and the new value for each updated field

Agenda

- Upgrade to Micro Focus® Runtime 10.0.1
- Payroll Setup
- SHBP AUF Transmission File
- Export/Import of CPI Assignment Data
- Update Vendors with Employee Information
- **DE Form 0396-150 Consolidated Fund Report**
- Financial System Miscellaneous Changes



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2017 saw many new features and functions added to PCGenesis.

DE Form 0396-150 Consolidated Fund Report

- A new *DE Form 0396-150 (Consolidated Fund)* report has been added to the Financial Monthly Reports
- Summarizes information the Consolidated Fund **150**
- The same format as the *DE Form 0396* for the General Fund
- Requested by Financial Review for new consolidated funding

DE Form 0396-150 (Consolidated Fund) Report

- A new *DE Form 0396-150 (Consolidated Fund)* report has been added to the Financial Monthly Reports
- This report summarizes information for the Consolidated Fund 150
- The report is in the same format as the *DE Form 0396* for the General Fund
- This function was requested by Financial Review for new consolidated funding

DE Form 0396-150 Consolidated Fund Report

Monthly Reports

Enter Period Ending: 01 31 17 (M000VV)

Enter 'X' next to Reports to be Printed:

- HRP10010 - Detail of Investments
- HRP10010 - Combined Journal by Bank and Fund
- HRP10020 - Summary of Balances by Bank and Fund
- HRP10030 - Cash Journal by Bank and Date
- HRP10010 - Revenue Journal Detail
- HRP10020 - Revenue Journal Summary
- HRP10010 - Expenditure Journal Detail
- HRP10020 - Expenditure Journal Summary
- HRP10030 - Expenditure Journal Summary by Function and Object
- HRP10010 - General Ledger
- HRP10020 - Combined Balance Sheet
- HRP10010 - Revenue and Expenditure Comparison
- HRP10020 - DE FURN 0396 (General Fund)
- HRP10025 - DE FURN 0396-SFS (School Food Service)
- HRP10025 - DE FURN 0396-150 (Consolidated Fund)

NOTE: The Monthly Reports above have NO ROLL-UP CAPABILITIES

ENTER = Continue, F16 = Reenter/Exit

17.01.00



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DE Form 0396-150 (Consolidated Fund) Report was added as the last option on the menu.

DE Form 0396-150

REPORT ID: MRPT0320
 PERIOD END: 07/31/2017

CONSOLI FUND FISCAL YEAR-TO-DATE REPORT
 CONSOLI FUND REVENUE

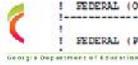
PAGE: 1

BEGINNING JULY 1, 2017 THROUGH THE END OF JULY, 2017

8.88 PERCENT OF FISCAL YEAR COMPLETE

SCHOOL SYSTEM: SMITH CITY BOARD OF EDUCATION

DESCRIPTION	ITEM NUMBER	01 MONTHS/EY 18 ACTUAL (GENERAL LEDGER)	18 FY BUDGET	PERCENT (COL. 3 DIVIDED BY COL. 4)
(1)	(2)	(3)	(4)	(5)
REVENUES:				
LOCAL ADVANCEMENT TAXES	1110	0.00	0.00	0.00%
OTHER TAXES	1111/1190	0.00	0.00	0.00%
LOCAL (OTHER)	1220/1985	0.00	0.00	0.00%
STATE AND LOCAL (GSE)	3120/3125	0.00	0.00	0.00%
GSE CONTRA ACCOUNT (LOCAL FAIR SHARE) (DEBIT)	3140	0.00	0.00	0.00%
STATE (OTHER)	3200/3995	0.00	0.00	0.00%
FEDERAL (DIRECT CATEGORICAL)	4300/4389	0.00	0.00	0.00%
FEDERAL GRANTS THROUGH GA DEPT OF EDUC	4520	0.00	0.00	0.00%
AREA OTHER FEDERAL GRANTS THROUGH ODOE	4521	0.00	0.00	0.00%
FEDERAL (OTHER)	4590	0.00	0.00	0.00%
FEDERAL (PL 91-874)	4620	0.00	0.00	0.00%



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Here is an example of the new report.

Agenda

- Upgrade to Micro Focus® Runtime 10.0.1
- Payroll Setup
- SHBP AUF Transmission File
- Export/Import of CPI Assignment Data
- Update Vendors with Employee Information
- DE Form 0396-150 Consolidated Fund Report
- **Financial System Miscellaneous Changes**



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2017 saw many new features and functions added to PCGenesis.

Financial Accounting and Reporting System - Miscellaneous Changes

- Added support for new SFS Program Code **9600** in the **DE-106 Report**
- Added the Source/Vendor name to *Journal Entry* screen (F1, F11, F5)
- Added a new menu option, *List All Purchase Orders* (F1, F2, F6)

Financial Accounting and Reporting System - Miscellaneous Changes

- Added support for new SFS Program Code **9600** in the **DE-106 Report**
- Added the **Source/Vendor name** to *Journal Entry* screen (F1, F11, F5)
- Added a new menu option, *List All Purchase Orders* (F1, F2, F6)

Financial Accounting and Reporting System - Miscellaneous Changes

- New comma separated export file (.csv file) options:
 - *List All Purchase Orders* (F1, F2, F6)
 - *Print Open Payables Report* (F1, F3, F9)
 - *Print Selected Payables Report* (F1, F4, F4)
 - *Print Open Receivables Report* (F1, F6, F9)

Financial Accounting and Reporting System - Miscellaneous Changes

We continued to add to the list of programs which have the ability to produce a comma separated export file based on the report data

- *List All Purchase Orders* (F1, F2, F6)
- *Print Open Payables Report* (F1, F3, F9)
- *Print Selected Payables Report* (F1, F4, F4)
- *Print Open Receivables Report* (F1, F6, F9)

PCGenesis Documentation



<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>



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PCGenesis Documentation

Home → Technology Services → Technology Services → PCGenesis

PCGenesis

- Financial Accounting and Reporting System Operations Guide
- Payroll System Operations Guide
- Personnel System Operations Guide
- Certified/Classified Personnel Information (CPI) System Operations Guide
- Budget System Operations Guide
- LUAS Manual
- Technical System Operations Guide
- Release Information

PCGenesis

- Financial Accounting and Reporting System Operations Guide
- Payroll System Operations Guide
- Personnel System Operations Guide
- Certified/Classified Personnel Information (CPI) System Operations Guide
- Budget System Operations Guide
- LUAS Manual
- Technical System Operations Guide
- Release Information

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Don't forget, there is a wealth of information available on the PCGenesis Documentation Website:
<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>

Questions?



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Thank you for attending!



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